

Table of Contents

1

<i>Introduction</i>	2
----------------------------	----------

<i>Initiating a Building Project</i>	3
---	----------

<i>702 KAR 4:160 Capital Construction Process</i>	8
--	----------

<i>The KDE Project Review Process</i>	13
--	-----------

<i>Suggested Document Filing System</i>	22
--	-----------

<i>702 KAR 4:170 Facility Programming and Construction Criteria Planning Guide</i>	25
---	-----------

<i>Miscellaneous Questions & Answers</i>	28
---	-----------

<i>Appendix</i>	33
------------------------	-----------

Drawings
Tables
Plan Review Checklist
Best Practice Bulletins

<i>Index</i>	
---------------------	--

Introduction

2

Introduction

Each day the Construction Branch of the Division of Facilities Management, receives numerous inquiries regarding the regulations related to school facility construction, or the solutions to a variety of facility problems. The staff has made note of some of the most common questions in order to document as many of the answers as possible.

The ***Guidelines of Best Practices for School Building Projects*** is intended to be a handy reference for school district administrators and the design professionals involved in school facility projects. The information contained in this document does not uniformly apply to each and every project, but is meant to highlight some important considerations. Each individual project may require an entirely different approach from the last.

The ***Best Practice Bulletins*** section in the Appendix is included to collect periodic communications of new information on topics of immediate interest. We would suggest that a 3-ring binder is the appropriate container for the ***Guidelines***, so that new material may be added when it is available. We intend to up-date holders of the ***Guidelines*** via our mailing list.

It is our hope that these efforts provide useful information and assistance, and reinforce our role as a school district support service. For further discussions of all facility issues, please contact our office at (502) 564-4326.

Division of Facility Management
Mark W. Ryles, Director

Construction Branch
Louis Hugg, Manager
David Bryant, Policy Advisor

May 1995, Revised 2006

Chapter One - Initiating a Building Project

3

Initiating a Building Project

The precise sequence of the following activities or events may vary (or not occur at all) for each particular project. Prepare and submit a **BG-1 Project Application** in accordance with the provisions of 702 KAR 4:160.

Identifying the Project Type

Which of the following project types best describes this project?

- Facility plan-**priority** project per 702 KAR 1:001?
- Facility plan-**discretionary** project?
- **Minor** project, not on the facility plan?
- **Emergency** project per 702 KAR 4:160?

Determining the Maximum Project Budget

The submittal of a BG-1 Project Application requires a **project budget** to be estimated. There are two basic sources for estimating this cost:

- 1) If the project is listed on the facility plan, cost estimates from the facility survey may be used. Verify that these figures are current. If not, update the estimates based on inflation.
- 2) Use estimated costs provided by the design consultants based on the **scope of work**.

A combination of these two sources is generally used. Each method involves an estimate, but accuracy is important in order to stay within the **maximum 10%** variation throughout the life of the project. Add financing costs obtained from the fiscal agent and a minimum **5% contingency**.

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Chapter One - Initiating a Building Project

4

Determining the Method of Project Financing

Identification of the method of project financing should involve the **fiscal agent**. Consultation with the Division of Finance may also be necessary. Each project may be funded with one or more of the following sources:

- KSFCC (per KRS 157.611);
- SEEK building fund:
 - Capital outlay (per KRS 157.420):
- FSPK (per KRS 157.440(1)(b));
- Growth district levy (per KRS 157.621);
- Building funds (per KRS 160.476, 477);
- General fund; and/or
- Donations (i.e., booster club).

Hiring the Design Consultant(s)

702 KAR 4:160 requires school districts to utilize the **Request for Proposal (RFP)** process detailed in Sections 4 and 5 of that administrative regulation, when hiring architects or construction managers. This process shall be initiated when hiring architects for each project exceeding \$500,000, and when hiring construction managers for each project exceeding \$1,000,000. Involve the design consultants in the project as early as possible.

A sample **Firm Interview Score Sheet** is included in the Appendix for use when interviewing architects, engineers or construction management firms for project services.

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Chapter One - Initiating a Building Project

5

Selecting and Acquiring a Site

- Determination of the location of the site must follow the criteria established in the district's facility plan.
- The site selection process shall be completed according to the provisions of 702 KAR 4:050.

Programming the Facility

When the project is a new building or an addition/renovation listed on the district's **Facility Plan**, programming should begin with the requirements identified by the **Local Planning Committee (LPC)** on the plan.

A **building planning committee** should be organized with members from the following groups:

- Parents and business leaders;
- Teachers, administrators, maintenance staff; and
- Design professionals.

Discussion of curriculum/service considerations should be conducted by the committee. These topics should include, but are not limited to:

- Basic instructional program needs;
- Enrichment programs;
- Physical education;
- Food service;
- Maintenance/repair requirements; and

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Chapter One - Initiating a Building Project

6

- Special features or needs.

Program needs may generate some of the spatial/physical characteristics of facility, such as:

- Type of building (one or two story);
- Campus or single building style; or
- Relocatable or permanent structure.

The building planning committee should provide a written **Educational Specification** for submittal to KDE and for use by the design consultants. This specification shall summarize the conclusions (based on the considerations outlined above) of the building planning committee regarding the building requirements. In addition to a calculation of the total net areas required for all building spaces, this document should list the building features needed to support the specific curriculum for the various instructional spaces and present a clear statement of the committee's expectation of the building performance. An effort should be made to prioritize these expectations to facilitate the consideration of alternatives if questions of cost or practicality arise during the design phase.

Determining the Construction Process

The particulars of schedule, funding or past experience may determine which of the following methods of project-delivery is utilized:

- **General contracting** - One contract yields single-source responsibility;
- **Construction management** - Multiple Owner-contractor agreements with the construction manager as the agent of the Owner.
- Work performed by district personnel; or

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Chapter One - Initiating a Building Project

7

- Volunteer work (i.e., booster donated).

The Building Envelope

While the minimum standards for instructional spaces may be found in 702 KAR 4:170, the building planning committee may be asked to make decisions related to:

- Roof systems;
- Windows;
- Doors;
- Exterior finishes; and/or
- Energy conservation programs.

Interior Requirements

Also within the responsibilities of the building planning committee's may be the discussion and selection of some of the following:

- Surface finishes (walls, floors, etc.);
- Lighting;
- Heating, ventilating and air conditioning;
- Special plumbing;
- Technology; and
- Special equipment or requirements for specific spaces.

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Chapter Two - 702 KAR 4:160 Capital Construction Process

8

702 KAR 4:160 Capital Construction Process

To clarify and improve the school facility construction process, the State Board of Education adopted 702 KAR 4:160 Capital Construction Process. Implemented in May 1994, this administrative regulation consolidates 702 KAR 4:010 through 4:040. Review comments were solicited from committees of school superintendents, design professionals and representatives of other state agencies. **This regulation defines the responsibilities of the Local Board, the KDE, the Architect and the CM. It replaces out-dated, or previously non-existent contract document forms, with a unified system based on the industry-standard American Institute of Architects Documents.** Included in the provisions of 702 KAR 4:160 are:

➤ **Greater definition of Local Board's responsibilities**

To assure that boards are aware of the actions taken and the commitments made in the school facility construction process, a **board order is required** with the submittal of:

- BG-1 Applications required on projects: 1) utilizing SEEK capital outlay, FSPK or SFCC funds, special-voted or other building funds under KRS 160.476; and/or 2) for a new building, addition or alteration of an existing building or building system, requiring the services of an architect or engineer;
- Revised financial page of the BG-1;
- Declaration of an Emergency;
- Contract Approval;
- Change Orders greater than \$2500; and
- Submittal of the BG-4 and requests for Final Inspections.

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Chapter Two - 702 KAR 4:160 Capital Construction Process

9

Board **attorney review** is required for:

- All Contracts;
- Bidding documents for compliance with statutes and regulations (with particular attention to sales and use tax exemptions when purchasing materials direct); and
- Bid Bonds, Performance and Payment Bonds, insurance policies or liens.

Reminder: The local Board is responsible for maintaining the records: board actions; proposals; contracts; correspondence; and financial documents. See *Chapter Four - Suggested Document Filing System*, for a possible document file organization.

A BG-1 Project Application may be revoked for non-compliance with the provisions of 702 KAR 4:160 Capital Construction Process.

➤ **Adoption of Standard Contract Forms**

- The American Institute of Architects Documents provide:
 - A unified system with common legal terminology throughout;
 - industry-standard documents are court-tested.
- The KDE Amendments:
 - Customize the AIA documents for school facilities in Kentucky.
- Request for Proposal Process:
 - Establishes the parameters for hiring construction management services through the use of requests for proposal and a fee guideline.
 - The RFP will contain all the project-specific information needed to

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Chapter Two - 702 KAR 4:160 Capital Construction Process

10

complete the contract with the Architect or CM.

Requires the district to advertise or select three firms to interview through "request for proposals" (RFP's), on projects greater than \$500,000.

These three documents combined make up the contract between a Local Board and an Architect or Construction Manager.

➤ **KDE project oversight responsibilities**

- Increase of project oversight through the plan review process.
(See *Chapter Three - The KDE Project Review Process*)
- DFM conducts project and/or change order **audits** each year.
- Includes the review of plans for construction, alterations or **leases** of fixed equipment (e.g., DFM has been aggressively reviewing contracts and specifications for energy management systems).

➤ **Penalties for Architect or CM non-performance**

It's provided that an Architect or CM who is declared guilty of malfeasance or non-performance by the Department, may be placed on a five-year suspension prohibiting the architect or CM from entering into a contract with a Local Board.

➤ **Bond Sale requirements**

- The requirement for the submission of bond sale documents, ten days prior to the date of the bond sale; if the submitted documents are not in an approvable form at least five days prior to the scheduled bond sale, then the sale date will be postponed.

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Chapter Two - 702 KAR 4:160 Capital Construction Process

11

- All bids on school revenue bond sales shall be received in Frankfort.

➤ **Dispute Resolution through Mediation**

702 KAR 4:160 requires the use of Mediation as an alternate means of dispute resolution prior to court proceedings.

Mediation: allows the disputing parties to take part in the equitable resolution of the dispute rather than accept a third party decision; it costs much less than litigation; can be used on large or small disputes; is sanctioned by several local courts; provides a speedy settlement compared to litigation.

➤ **Miscellaneous provisions of 702 KAR 4:160**

- Fee Guidelines
 - Revised fees for architects (abandoned 1965 fee schedule)
 - Devised a fee schedule for CM's
- Minimum Professional Liability Insurance Coverage required for Architects and CM's
 - Limits graduated to correspond to size of project
- The requirement for a monthly summary of payments from the construction account on projects greater than \$250,000
- The requirement for insurance companies writing performance and payment bonds to be approved for federal work
- The requirement for retainage to be held on both the architect's and the construction manager's contracts
- The definition of an "Emergency" project
- The requirement for a "sit-down" review meeting with KDE for the submittal of the BG-1 Form on projects in excess of \$250,000

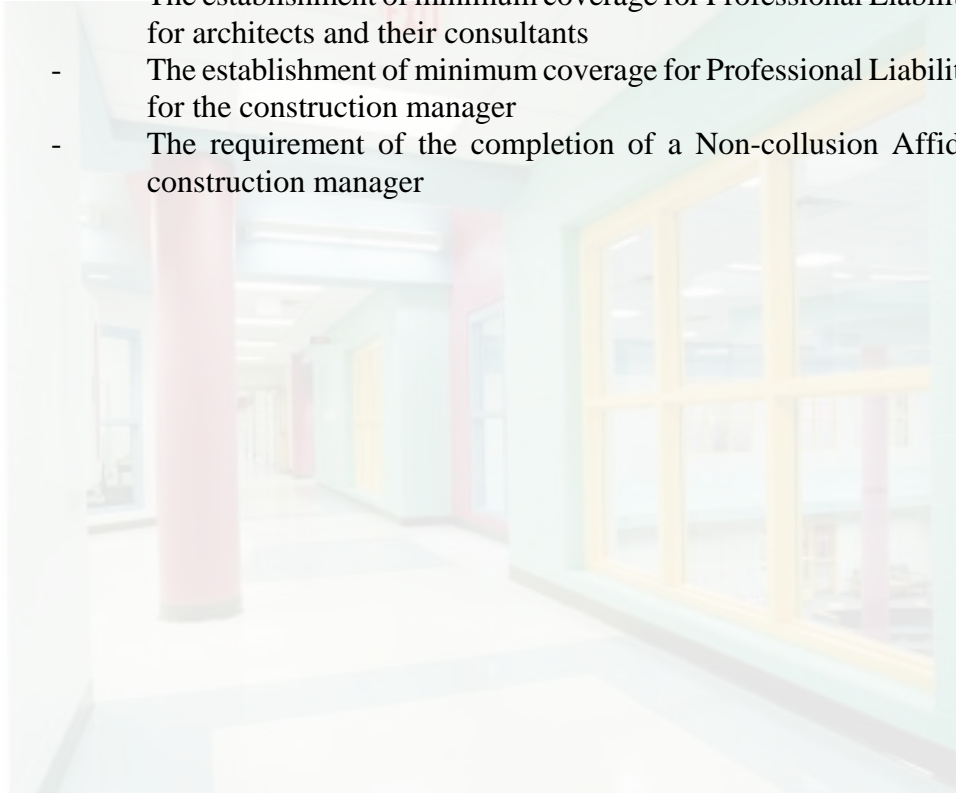
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Chapter Two - 702 KAR 4:160 Capital Construction Process

12

- The requirement for a minimum twenty-one day advertisement for projects greater than \$1,000,000
- The establishment of minimum coverage for Professional Liability Insurance for architects and their consultants
- The establishment of minimum coverage for Professional Liability Insurance for the construction manager
- The requirement of the completion of a Non-collusion Affidavit by the construction manager



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Chapter Three - The KDE Project Review Process

13

The KDE Project Review Process

The implementation of 702 KAR 4:160 requires DFM to provide a clear, standardized submittal and approval process. Refer to and utilize the **Submittal Checklist for School Building Projects** (incorporated into 702 KAR 4:160) enclosed with each BG-1 Project Application approval letter issued by the DFM. The document submittals required for each project will be indicated on the Checklist.

The BG-1 Project Application

- Signatures must be originals and a Board of Education Order describing and authorizing the project must be attached.
- Documents, including schematic plans, should not be submitted (other than the BG-1 Form and Board Order authorizing it) until the BG-1 Form is approved by Kentucky Department of Education and a BG- number or project number is assigned.
- All subsequent communications regarding the project shall have the BG-number affixed. When phoning, have the BG-number ready for prompt action.
- At each design phase, the architect is to advise the owner regarding the projected budget. Should the projected cost exceed the approved BG-1 budget, the architect shall request the owner to increase the budget or scale back the scope of work to come within budget.
- When the construction contract is awarded, a revised financial page of the

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Chapter Three - The KDE Project Review Process

14

BG-1 Form is required. It shall coincide with cumulative construction cost, fees, contingencies, etc., and the projected bond sale amount, as applicable.

Contracts with Architects and Construction Managers

- Submit proposed contract for approval, before being signed by the owner with a copy of board of education order approving terms, conditions, and acceptance of the contract subject to KDE approval.
- Submit executed architect/engineer contract with a certificate of professional liability insurance attached.
- Submit executed construction management contract, with a certificate of professional liability insurance and a performance and payment bond for 100% of contract amount attached.

Educational Specifications - Required for ALL New Schools, Major Renovations and Additions (See ***Chapter One - Initiating a Building Project.***)

Site Selection Process - For Submittal Requirements See (702 KAR 4:050) Attachment

Schematic Design Plans

- Submit floor plans and site plan with a building footprint, parking areas, site utilities and roadways. Identify any special design problems.

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Chapter Three - The KDE Project Review Process

15

- All areas are to be identified by function with overall dimensions and "square footage" **area tabulations** of all net program spaces shown on the plan.

- Building efficiency and unassigned space percentages are to be calculated and shown on the plan with the **gross area** amount.

NOTE: The schematic design document submittal shall be presented "in-person" by the design consultant, at a review meeting with the Division of Facilities Management.

Design Development Plans

- Submit floor plans, site plan, sections and elevations and other information.
- Submit completed BG-2 Outline Specification and a BG-3 Statement of Probable Cost. (Mark the BG-3 "design development" and see additional remarks under Final Plans and Specifications submittal.)
- Submit 1/4"=1'-0" layouts of special instructional spaces. These will be forwarded to the appropriate curriculum program consultants by the Division of Facilities Management. Include appropriate engineering information such as the distribution of electrical power or computer outlets, water sources or drains (mark plans in red pen, if desired).
- Submit **preliminary structural, electrical, mechanical and plumbing plans** and outline specifications. When projects include Kentucky Educational Technology System (KETS) network cabling installation, provide a

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Chapter Three - The KDE Project Review Process

16

KETS Building and Wiring Checklist Form. This will be forwarded to the Educational Technology Assistance Center for review. You will be notified when approval is issued.

NOTE: The design development document submittal shall be presented "in-person" by the design consultant, at a **sit-down review** with the Division of Facilities Management.

Final Plans and Specifications

- Submit all final plans and specifications with the bidding documents. The submission set shall be 100% complete and "contract ready" for release to potential bidders.
 1. Final plans and specifications are considered 100% complete only if they are of sufficient detail and complexity that they may be used:
 - (a) To obtain a building permit;
 - (b) As instruments in the competitive bidding process;
 - (c) By a general contractor or construction manager to build a complete project.
 2. Final plans and specifications shall include all current Kentucky Department of Education forms and address all current Kentucky Department of Education regulatory requirements.
 3. If final plans and specifications are found not to be complete, as

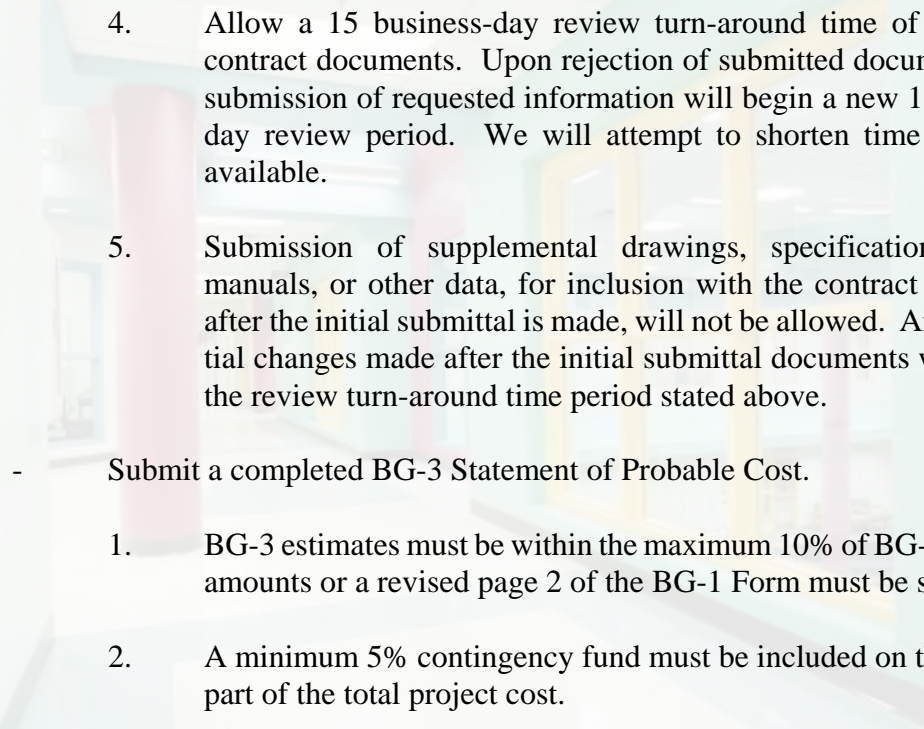
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Chapter Three - The KDE Project Review Process

17

described above, the review shall cease and a re-submittal will be required. Written notification will be sent to the Superintendent. The re-submittal will be logged when it's received at DFM, as if it were a new submittal.

- 
4. Allow a 15 business-day review turn-around time of acceptable contract documents. Upon rejection of submitted documents, a re-submission of requested information will begin a new 15 business-day review period. We will attempt to shorten time as staff is available.
 5. Submission of supplemental drawings, specifications, project manuals, or other data, for inclusion with the contract documents after the initial submittal is made, will not be allowed. Any substantial changes made after the initial submittal documents will re-start the review turn-around time period stated above.
- Submit a completed BG-3 Statement of Probable Cost.
 1. BG-3 estimates must be within the maximum 10% of BG-1 approved amounts or a revised page 2 of the BG-1 Form must be submitted.
 2. A minimum 5% contingency fund must be included on the BG-3 as part of the total project cost.
 - Submit copy of the document transmittal letter to Department of Housing, Buildings and Construction. (Include copies of transmittals to other

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Chapter Three - The KDE Project Review Process

18

regulatory agencies in authority.)

- Submit any other required items from Site Selection Process if not previously submitted.
- An itemized written response to all review comments is required before approval is given to advertise for bids.
- A set of final plans and specifications incorporating all review items shall be submitted to replace original plans and specifications submission or appropriate addenda.
- For most projects, Kentucky Department of Education Amendment to AIA A701-1987 Instruction to Bidders shall be modified by deleting Article 10 Public Works Act in its entirety. Confirmation of the applicability of the Prevailing Wage Law may be obtained from the Kentucky Department of Labor.
- **Advertisement for bids shall not occur until written approval has been issued by the Division of Facilities Management.**

Proposed Contract Documents

- Submit bid tabulation, low-bidder's form of proposal with bid security, and proposed contract(s) for low-bidder(s). On construction manager projects, submit signed Material Supplier Authorization (per 702 KAR 4:170) and

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Chapter Three - The KDE Project Review Process

19

proposed purchase orders.

- Submit board order authorizing contracts with apparent low-bidder.

Executed Contract Documents

- Submit executed construction contract.
- Submit performance and payment bond with Kentucky power of attorney or countersigned by Kentucky resident insurance agent.
- Submit insurance certificate.
- Construction management projects will include executed purchase orders.

Change Orders

- Proposed change orders under \$2,500 will be submitted after execution, A copy of the board order authorizing its approval shall be attached.
- Change orders over \$2,500 must be accompanied by:
 1. A copy of the board order approving the change order.
 2. Cost breakdown to include labor, material, profit and overhead. (If unit prices are utilized, no cost breakdown is required.)

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Chapter Three - The KDE Project Review Process

20

3. Change order Supplemental Information Form (Kentucky Department of Education, current version) signed by the owner.

- Proposed change order, when submitted will be signed by architect, contractor, or construction manager if applicable, but not by the owner until Kentucky Department of Education approval is issued.
- A **BG-1 Project Account Summary Sheet** has been provided in the Appendix for use by the district in monitoring the expenditures and available contingency related to a specific BG-number. Complete this form and submit to DFM with proposed change orders. This summary sheet is of important use when multiple contracts are included under one BG-number designation.
- After Kentucky Department of Education approval, the owner will execute and forward a copy of the change order to the Division of Facilities Management.
- Change orders submitted for construction management contracts will require an attached tabulation sheet for each bid package showing previous change orders submitted, in numerical order, with original approved contract amount and total accounting of additions or deletions to that contract with dates of rejection or approval by the owner and Kentucky Department of Education.

NOTE: Change orders which create an increase in the total construction contract cost exceeding the approved BG-1 construction cost plus contingency amounts, will require submittal of a revised BG-1 financial page, prior to DFM approval of any increase in contract cost.

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Chapter Three - The KDE Project Review Process

21

BG-4 Submittal

- Submit to owner and schedule final inspection with owner and Kentucky Department of Education, Division of Facilities Management
- Owner signs and submits to the Kentucky Department of Education, Division of Facilities Management for approval of final payment after all punchlist and close out items have been completed.

NOTE: Unless otherwise requested, the Division of Facilities Management requires **only one copy** of all document submittals: contracts, plans, specifications, BG-forms, board orders, meeting minutes, correspondence, etc.

Notes:


For additional information, contact DFM at (502) 564-4326 !

Chapter Four - Suggested Document Filing System

22

Suggested Document Filing System

Each school board is responsible for maintaining the record file documents related to individual building projects. The following outline suggests one possible system for filing the numerous documents required. The documents must be presented if a **project audit** is conducted by the Division of Facilities Management.

- 
- I BOARD MINUTES/ORDERS
 - A0 BG-1 Approvals
 - B0 Design Professional Contracts
 - C0 Schematic, Design Development, Final Plan Approvals
 - D0 Construction Contracts
 - E0 Change Orders
 - F0 BG-4 Final Approval & Payment Application
 - II PROJECT PLANNING COMMITTEE
 - A0 Meeting Minutes
 - B0 Educational Specifications
 - C0 Committee Participants
 - III SITE/PROPERTY
 - A0 Deed/Easements/Rights-of-Ways/Utilities
 - B0 Land & Geotechnical Surveys
 - C0 Survey Consultant Agreements
 - D0 KDE Approvals
 - IV KENTUCKY DEPARTMENT OF EDUCATION

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Chapter Four - Suggested Document Filing System

23

- A0 Correspondence (Approval Letters)
- B0 BG Forms

- V ARCHITECT/ENGINEER
 - A0 RFP Process/Selection
 - B0 Owner/Architect Agreement
 - C0 Correspondence
 - D0 Project File for Miscellaneous items
 - E0 Field Reports
 - F0 Consultant Pay Requests
- VI FISCAL AGENT
 - A0 Proposals/Selection
 - B0 Owner/Fiscal Agent Agreement
 - C0 Correspondence
 - D0 Bond Documents
- VII BANK ACCOUNTS
 - A0 Depository Bank
 - B0 Construction Account
- VIII BIDDING
 - A0 Advertisement
 - B0 Addenda
 - C0 Proposals Received/Bid Tabulations
- IX CONTRACTOR/CONSTRUCTION MANAGER
 - A0 Owner/Contractor Agreements

Notes:

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Chapter Four - Suggested Document Filing System

24

B0	Performance and Payment Bonds and Certificates of Insurance
C0	Project Correspondence
D0	Change Orders
E0	Progress Reports
F0	Applications for Payment
G0	Warranties
H0	Instruction Manuals

Note:

- All documents should be marked with the proper "BG" number.
- Only documents related to a specific "BG" number/project should be kept in the same project file.
- Cross-file copies of documents when necessary: e.g., a copy of the appropriate board order approving the Owner/Architect agreement should be filed with the copy of the Proposed/Executed Contract in the Contract file.

Notes:

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Chapter Five - 702 KAR 4:170 Facility Programming and Construction Criteria Planning Guide

25

702 KAR 4:170 Facility Programming and Construction Criteria Planning Guide

In order to completely implement the educational changes of the Kentucky Education Reform Act (KERA), and to respond to the concerns of those involved in providing instructional space, the entire process of school facility planning, design and construction has come under review. Increased community involvement of this process began with the revisions to the facility survey program in the Kentucky School Facilities Planning Manual (702 KAR 1:001). With the recent adoption of Capital Construction Process (702 KAR 4:160), the responsibilities of local school boards, architects and construction managers are given more definition. Now, a review of the existing administrative regulations covering school facility construction details and this proposed revision, Facility Programming and Construction Criteria (702 KAR 4:170), conclude the overhaul of the process.

Simultaneously, a reduction in the quantity of regulations has become a priority. 702 KAR 4:160 and 702 KAR 4:170 are consolidations of existing administrative regulations. With the adoption of 702 KAR 4:170 on March 2, 1995, three existing regulations:

- * 702 KAR 4:060, Construction criteria,
- * 702 KAR 4:070, Mechanical, electrical, sanitary, heating and ventilation design, and
- * 702 KAR 4:080, Temporary or supplemental units,

are repealed and replaced by the programming and construction criteria document. The new administrative regulation has been reduced to the bare essentials. In order to maintain the current minimum standards for construction and provide the desirable

Notes:

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Chapter Five - 702 KAR 4:170 Facility Programming and Construction Criteria Planning Guide

26

improvements to accommodate KERA, this administrative regulation incorporates through reference a new document, the "Facility Programming and Construction Criteria Planning Guide". This guide has several important features:

- * Through the adoption of 702 KAR 4:170, the minimum areas for the program spaces identified in Kentucky School Facilities Planning Manual for planning and funding purposes, are required to be constructed at those sizes. These minimum areas include space for computers.
- * The new Planning Guide lists the minimum standards for each individual instructional space. This allows the characteristics of each space to be customized in order to provide the precise learning environment. Kentucky Department of Education curriculum program consultants have provided input to bring the instructional space requirements into agreement with the current KERA curriculum needs. Most notably, this has resulted in the integration of computers and technology in the construction of instructional spaces.
- * Architects and engineers experienced in school facility design were asked to review the proposed administrative regulation to provide input on the latest industry standards. Outdated provisions were discarded and new provisions reference current construction techniques.

Adoption of this administrative regulation, 702 KAR 4:170 Facility Programming and Construction Criteria, enhances the Kentucky Department of Education's ability to provide the local school district with a more complete guide to the physical

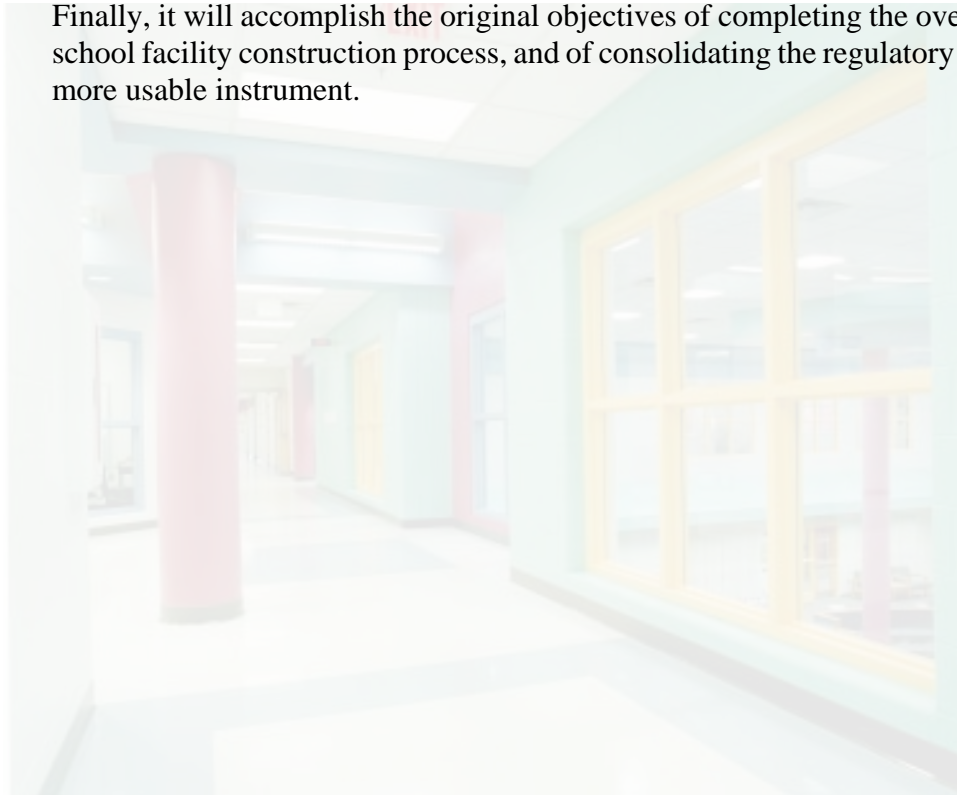
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***Chapter Five - 702 KAR 4:170
Facility Programming and Construction
Criteria Planning Guide***

27

learning environment. It will also guarantee a level of uniformity through the requirement of minimum standards for all instructional spaces across the state. Finally, it will accomplish the original objectives of completing the overhaul of the school facility construction process, and of consolidating the regulatory effort into a more usable instrument.



Notes:

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Chapter Six - Miscellaneous Questions & Answers

28

Miscellaneous Questions & Answers

Question: For what type or scope of project is a BG-1 not necessary?

Answer: 702 KAR 4:160 Section 2 identifies the conditions under which BG-1 Project Applications must be filed. In general, BG-1's are not required for "maintenance" projects using general funds.

Question: When must the services of an architect or engineer be secured?

Answer: KRS 322.360 states that neither the state nor any of its political subdivisions shall engage in the construction of any public work in which the contemplated expenditure for the completed project exceeds \$2000, "unless the plans, specifications and estimates have been prepared and the construction executed under the direct supervision of a registered engineer or licensed architect."

Question: Can KDE mandate that planning include spaces for SBDM office and/or conference room?

Answer: The Kentucky School Facilities Planning Manual adopted and incorporated by reference into 702 KAR 1:001 includes a chapter entitled "Facility Planning Process." Section D: Capital Construction Priorities and Discretionary Construction Projects (page 19), identifies Site Based Decision Making Office and Conference as one of the Category 1a KERA Strands.

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Chapter Six - Miscellaneous Questions & Answers

29

Question: If SFCC monies are not used and local building codes are met, why must KDE standards be applied?

Answer: KRS 156.160 requires the Kentucky Board of Education to adopt rules and regulations relating to sanitary and protective construction of public school buildings, toilets, physical equipment of school grounds, and school buildings and classrooms. KRS 162.060 requires the approval of all plans and specifications for school building construction by the chief state school officer in accordance with the rules and regulations of the state board. 702 KAR 4:060 "Construction Criteria", and 4:070 "Mechanical, electrical, sanitary, heating and ventilation design" implement these statutory duties by prescribing various specifications to insure safe, functional, comfortable and economical operation of the proposed educational facility.

Question: Can pre-engineered buildings be erected without having additional architectural review?

Answer: KRS 323.033 stipulates that the construction of any new building, or the addition to any existing building, regardless of size and classified in the Kentucky Building Code as the Education use group, shall require the services of an architect licensed in the Commonwealth of Kentucky. The services of a registered engineer may be utilized in the construction of buildings of capacity less than 100 persons and

Notes:

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Chapter Six - Miscellaneous Questions & Answers

30

classified in the utility or miscellaneous use groups.

Question: To what extent can the ventilation, heating or electrical systems of a building be altered without the services of an architect or engineer, and approval of KDE?

Answer: Projects for the replacement of ventilation, heating or electrical components with equivalent components, using general fund money, are classified as maintenance projects and do not require the services of architects or engineers, or KDE approval. 702 KAR 4:160 requires that any project to renovate an existing building or alter any building system (i.e., architectural, structural, mechanical, plumbing, electrical, etc.), or the utilization of "non-general fund" monies, shall require the submittal of a BG-1 Project Application. The provisions of KRS 322.360, as stated in the response above, shall apply regarding the requirement for architectural or engineering services.

Question: Can and if so how are grant monies co-mingled with SFCC funds?

Answer: Yes, however, SFCC funds must be applied to projects on the facility plan.

Question: Is KDE moving forward in developing a means of allowing

Notes:

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Chapter Six - Miscellaneous Questions & Answers

31

districts to contract for renovations of energy systems in a "paid from savings" arrangement?

Answer: No. In the view of the Kentucky Department of Education's legal counsel, "Paid-from-savings" programs are not legal under the current regulations.

Question: During the Local Superintendent's Advisory Committee meeting held on February 8, Kevin Noland provided a list of regulations from which school districts that had exceeded their thresholds could request exemptions. One of the regulations listed for which an exemption could be requested was restrictions on capital outlay funds. Does this mean that capital outlay funds can be spent in any way the district deems appropriate so long as it is legal?

Answer: No. Kevin Noland was discussing regulations, not state statutes. KRS 157.420 governs the use of capital outlay funds in accordance with the district's facility plan. Exemptions under this statute may only be requested when the facility survey shows that a district has no capital outlay needs.

Notes:

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Appendix

32

Appendix

The purpose of this Appendix is to share a variety of school design and construction information, accumulated by the Division of Facilities Management throughout the course of many school construction projects. Some of this information originates in the regulations governing school facility construction, or in the Kentucky Building Code. Some of it originates in the feedback received from school administrators, teachers and maintenance personnel. Much of the information has developed into the "best practice" policy of the Division, and therefore represents generally typical details of school design in the Commonwealth of Kentucky.

In addition to the drawings and tables, there are items that are intended to be "interactive", such as the A/E Services-RFP **Firm Interview Score Sheet** and the **Plan Review Checklist**. The score sheet is provided as an aid to school administrators involved in interviewing design professionals, architects or construction managers, for an upcoming project. The checklist is provided to school administrators and design professionals as an aid in confirming that plans and specifications are complete prior to submittal. Please make copies of these for use on each project.

The Appendix will also act as a depository for future "newsletters" or memoranda entitled "**Best Practice Bulletins**", to be issued periodically and to relate to topics of immediate interest for anyone concerned with school facility construction.

Notes:

For additional information, contact DFM at (502) 564-4326 !

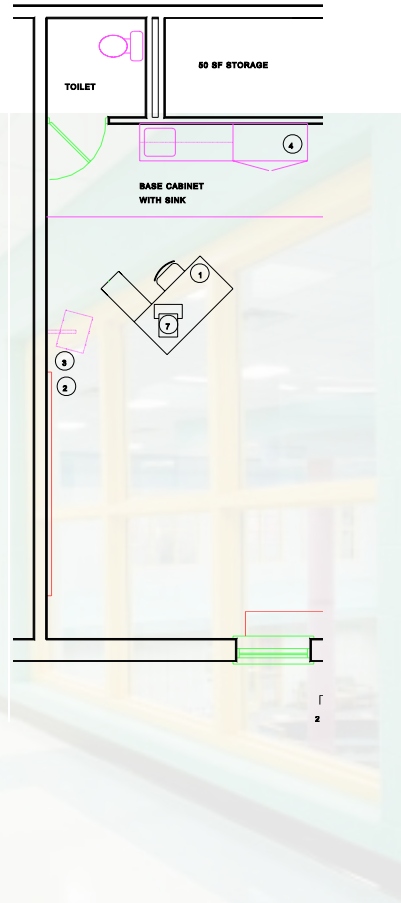
Appendix

Pre-school Classroom

This drawing depicts the typical elements of a pre-school classroom. Requirements may vary. School districts are encouraged to develop classroom plans based on the educational specifications, and through consultation with the project design professionals.

Legend:

- Standard Teacher's Desk
- Chalkboard, Tackboard or Markerboard
- Wall-mounted TV
- Teacher's storage cabinet
- Fancoil/Unit Ventilator
- Learning Center
- Computer(s)
- Printer
- Coat hooks or "cubbies"



Notes:

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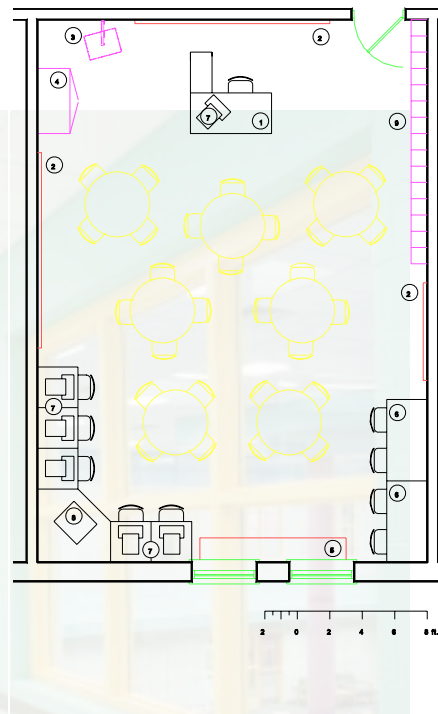
Appendix

Primary Classroom

This drawing depicts the typical elements of a primary classroom. Requirements may vary. School districts are encouraged to develop classroom plans based on the educational specifications, and through consultation with the project design professionals.

Legend:

- Standard Teacher's Desk
- Chalkboard, Tackboard or Markerboard
- Wall-mounted TV
- Teacher's storage cabinet
- Fancoil/Unit Ventilator
- Learning Center
- Computer(s)
- Printer
- Coat hooks or "cubbies"



Notes:

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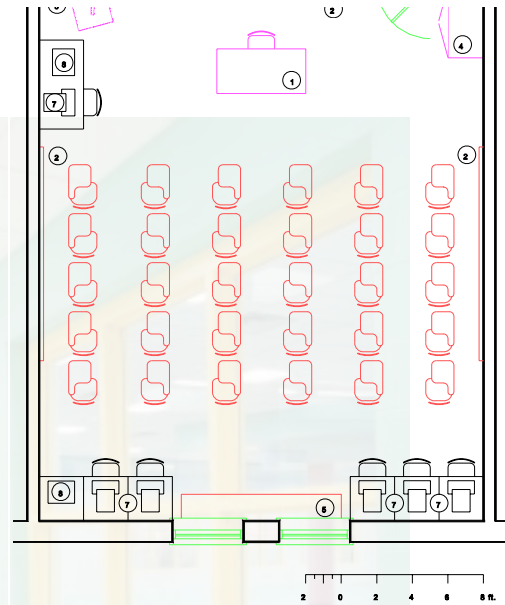
Appendix

Middle/High School Classroom

This drawing depicts the typical elements of a middle/high school classroom. Requirements may vary. School districts are encouraged to develop classroom plans based on the educational specifications, and through consultation with the project design professionals.

Legend:

- Standard Teacher's Desk
- Chalkboard, Tackboard or Markerboard
- Wall-mounted TV
- Teacher's storage cabinet
- Fancoil/Unit Ventilator
- Learning Center
- Computer(s)
- Printer



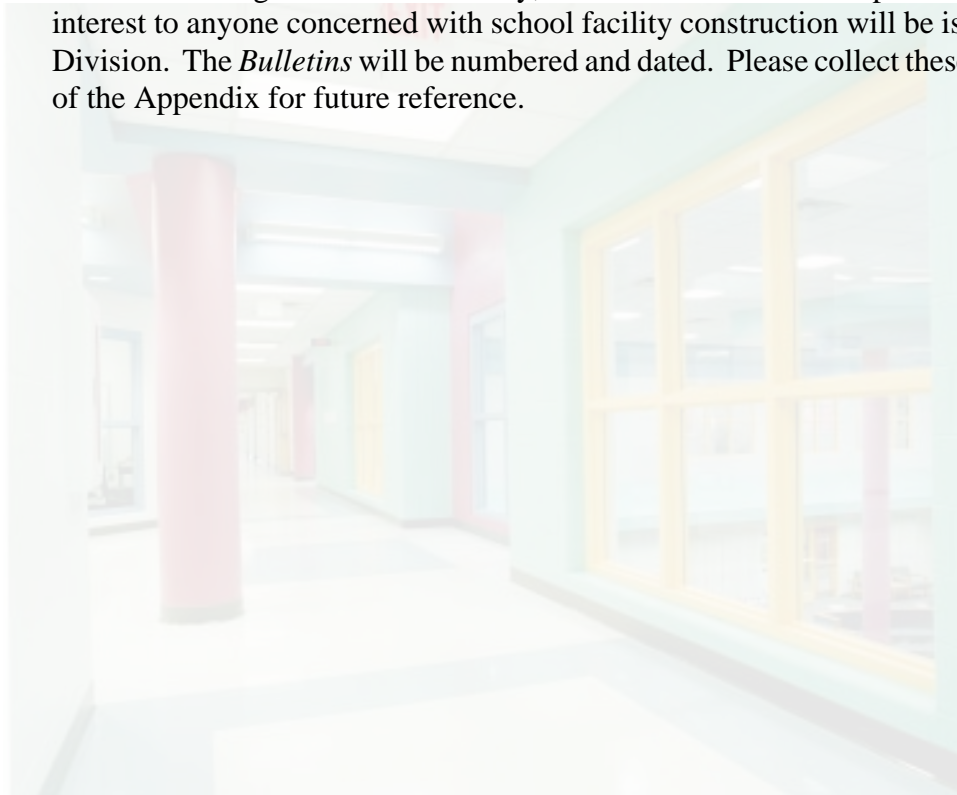
Notes:

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Appendix

Best Practice Bulletins

The *Best Practice Bulletins* are intended to be the "newsletter" of the Division of Facilities Management. Periodically, memoranda related to topics of immediate interest to anyone concerned with school facility construction will be issued by the Division. The *Bulletins* will be numbered and dated. Please collect these in this part of the Appendix for future reference.



Notes:

For additional information, contact DFM at (502) 564-4326 !

Index

Index (to Chapters One through Six)

5% contingency	3, 18
702 KAR 1:001	3, 25, 29
702 KAR 4:160	3, 4, 8, 9, 11, 13, 25, 28, 30
702 KAR 4:170	7, 19, 25-27
Advertisement	11, 18, 23
attorney review	9
BG-1 Project Account Summary Sheet	20
BG-1 Project Application	3, 9, 13, 30
BG-3 Statement of Probable Cost	15, 17
Board order	8, 13, 19, 20, 24
Bond sale requirements	10
Building Envelope	7
Building planning committee	5-7
Change Orders	8, 19-22, 24
Construction management	4, 6, 9, 14, 19, 20
Contracts	9-11, 14, 19-22
Design Development Plans	15
Determining the Construction Process	6
Determining the Maximum Project Budget	3
Discretionary project	3
Dispute resolution	11
Educational Specification	6
Emergency project	3
Executed Contract Documents	19
Facility plan	3, 5, 31, 32
Fee guidelines	11
Final Plans and Specifications	15-18
Firm Interview Score Sheet	4, 33
Fiscal agent	3, 4, 23
General contracting	6
Hiring the Design Consultant	4
Identifying the Project Type	3
Interior Requirements	7

Index

KDE project oversight responsibilities	10
KETS.....	16
Local Planning Committee (LPC)	5
Material Supplier Authorization	19
Mediation	11
Method of Project Financing	4
Minor project	3
Monthly summary of payments	11
Non-collusion Affidavit.....	12
Penalties for Architect or CM.....	10
Performance and payment bond	14, 19
Priority project	3
Professional Liability Insurance Coverage	11
Programming the Facility	5
Project Review Process.....	10, 13
Proposed Contract Documents	19
Request for Proposal (RFP)	4
Retainage	11
Schematic Design Plans	14
Scope of work	3, 13
Selecting and Acquiring a Site	5
Site Selection Process	5, 14, 18
Standard Contract Forms	9
Supplemental Information Form.....	20